

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: **FAMILY ENGAGEMENT LIAISON**
REPORTS TO: Assigned Administrator or Department Supervisor

JOB GOAL: To support the success of students by fostering meaningful family engagement through the operation of the Family Resource Center; to strengthen home-school connections by coordinating educational opportunities, events, and communication; and to collaborate with school sites, community partners, and families to ensure access to resources that promote student learning, enrichment, and well-being.

QUALIFICATIONS:

Knowledge of

1. Proficiency in English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Modern office methods and procedures.
4. Proper telephone techniques and etiquette.
5. Safety rules and regulations for this position.

Ability to

1. Coordinate multiple overlapping family engagement efforts, events, and resources across school sites and community partners.
2. Work collaboratively with multidisciplinary teams including educators, support staff, administrators, and community organizations.
3. Collaborate effectively with school and district staff, local agencies, and community-based organizations to support student learning through family engagement.
4. Support families and staff by connecting them with educational and community-based resources that promote student well-being and academic success.
5. Monitor participation in family engagement activities and assess their impact on student learning opportunities and school connectedness.
6. Work independently to plan, organize, and prioritize tasks; manage multiple responsibilities and meet established deadlines in a dynamic environment.
7. Communicate clearly and respectfully in both oral and written forms with families, staff, and community partners.
8. Assist in the collection and review of data to inform and strengthen family engagement strategies and district programs.
9. Use technology effectively, including word processing, spreadsheets, student information systems, databases, and presentation software, to support communication and program coordination.

Training and Experience:

1. Associate's Degree or equivalent (60 semester or 90 quarter units) from an accredited college or university required.

2. Experience working or volunteering in parent engagement or family support programs in a school setting highly preferred.
3. Experience in child development, social services, student support programs, or other related fields desired.
4. Demonstrated ability to work cooperatively with a wide range of individuals and community groups.
5. Good work history and attendance.

ESSENTIAL FUNCTIONS:

1. Supports the daily operations of the Family Resource Center, ensuring it is welcoming, organized, and aligned with its mission to foster family engagement in student learning.
2. Collaborates with school sites to strengthen home-school connections and promote student academic success through shared resources and engagement activities.
3. Coordinates and supports events across the district, including scheduling, logistics, and promotion of family engagement activities.
4. Connects families with educational opportunities, workshops, and programs that support learning at home and school.
5. Assists families by answering questions, assessing needs, and connecting them with district and community resources that enhance educational success.
6. Coordinates efforts with city, county, and state agencies, along with community organizations and nonprofits, to expand access to services and support systems for students and families.
7. Develops and distributes clear communication materials such as flyers, newsletters, and web content to keep families informed and engaged.
8. Facilitates communication between families, schools, and district departments to support understanding of curriculum, programs, and academic expectations.
9. Participates in school and community events to promote family engagement, increase awareness of district programs, and support student enrollment initiatives.
10. Communicates clearly and effectively with families, staff, and community partners in both written and oral formats, ensuring messages reflect the district's values and goals.
11. Works collaboratively with district and school staff to identify family needs, share best practices, and contribute ideas for potential services or partnerships.
12. Represents the Family Resource Center and the district at meetings and outreach events with internal and external stakeholders.
13. Performs other related duties as assigned.

PHYSICAL ABILITIES:

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.

12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

SPECIAL REQUIREMENTS:

1. Must be willing to work a flexible schedule.
2. Some positions in this class may require individuals who can read, write, and/or speak a second language.
3. Possession and maintenance of a valid State of California Driver's License.

TERMS OF EMPLOYMENT: 220-days/Eleven month work year.
Classified Bargaining Unit Member.

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement.
The site administrator or designee will give the evaluation.

Approved by: Board of Education Date: 8/12/25

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE.**